



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P.O. BOX 119
HONOLULU, HAWAII 96810-0119

APR 20 2010

COMPTROLLER'S MEMORANDUM 2010-15

TO: Heads of Departments

ATTN: Payroll Offices

SUBJECT: Payroll Change Schedule Due Dates for July to December 2010

The attached "Payroll Change Schedule Due Dates for July to December 2010" lists the submittal deadlines for payroll change schedules for each payroll period. To ensure that paychecks are delivered on time when paydays fall on furlough days, please adhere to the deadlines.

The "Turnaround Payroll Change Schedules" will be released to departments and agencies approximately on the 4th workday before the payday of the prior pay period. If you wish to arrange for special pickup of the "Turnaround Payroll Change Schedules", please call the Clerical Section Supervisor, at 586-0650.

A handwritten signature in black ink, appearing to read "Russ K. Saito".

RUSS K. SAITO
State Comptroller

Attachment

PAYROLL CHANGE SCHEDULE DUE DATES FOR JULY TO DECEMBER 2010

| PAY PERIOD ENDING | ACTUAL PAY DATE | REGULAR PCS DUE 4:00 PM | *NEW TIME FOR PCS | HOURLY/ FRINGE PCS DUE 12 NOON |
|----------------------|--------------------|----------------------------|----------------------|--------------------------------------|
| 07/15/10 | 07/19/10 | 07/06/10 | | 07/08/10 |
| 07/31/10 | 08/05/10 | 07/22/10 | | 07/27/10 |
| 08/15/10 | 08/19/10 | 08/05/10 | | 08/10/10 |
| 08/31/10 | 09/03/10 | 08/19/10 | | 08/24/10 |
| 09/15/10 | 09/20/10 | 09/03/10 | | 09/08/10 |
| 09/30/10 | 10/05/10 | 09/21/10 | | 09/23/10 |
| 10/15/10 | 10/20/10 | 10/06/10 | | 10/11/10 |
| 10/31/10 | 11/05/10 | 10/21/10 | | 10/25/10 |
| 11/15/10 | 11/19/10 | 11/04/10 | | 11/08/10 |
| 11/30/10 | 12/03/10 | 11/17/10 | | 11/22/10 |
| 12/15/10 | 12/20/10 | 12/03/10 | | 12/07/10 |
| 12/31/10 | 01/05/11 | 12/21/10 | | 12/23/10 |